



*Cheryl C. M. Estrella*  
Assistant Town Clerk

**TOWN OF FREETOWN**  
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*Office of the Town Clerk*

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## ***NOTARY PUBLIC SERVICES GUIDELINES***

The Town Clerk's office provides Notary Public services as a courtesy. Residents seeking Notary Service should call the Town Clerk's office *prior* to their visit to ensure that the Notary is available.

The following guidelines will be followed in the provision of Notary Service:

- Notary services are available during normal business hours, by appointment only.
- A valid, government-issued photo identification is required of any customer seeking Notary Service.
- The document(s) CANNOT already have been signed nor dated.
- All signers must be present at the time of notarizing.
- The Notary is stating they have witnessed the document being signed.
- The document must contain the appropriate Notarial Statement or Clause, or one will be stamped on the document by the Notary.
- Documents in any language other than English will not be notarized at this facility.
- Notary Service is not available for deeds, real estate, mortgages, wills, living wills, living trusts, codicils, depositions nor powers of attorney.
- Certain public documents cannot be copied and notarized. Examples of these are birth, marriage and death certificates.
- Massachusetts law requires that a Notary and the person seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a Notary Service customer.
- In accordance with Massachusetts Notarial Law, Notaries will not provide service if the customer, the document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty. In this event, the Notary may, at his/her sole discretion, decline to provide Notary Services.